

Minutes

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES SCAN COMMITTEE MEETING

February 19, 2020, 9:30 AM to 12:00

JRTC, 100 West Randolph Street, Room 275, 6th Floor, Chicago and/or

DCFS, 406 East Monroe Street, Video Conf. Room, 7th Floor, Springfield

Call to order: Chair Diane Scruggs

Present: In person (all 7 will attend file review)

1-Veatrice Crawford, 2-Mary Bennett, 3-Mary Jane Forney, 4- Diane Scruggs, 5- Denise McCaffrey, 6- Cindy Savage, 7- Ann Deuel

Present: Call in

1- Alicen McGowan -not attending file review

2- Judi Bradley-yes will attend file review

3- Shauna McGuire-yes will attend file review

4- Jaclin Davis-yes will attend file review

5- Joe Hemphill-yes will attend file review

6- Alice Staley-not attending file review

A quorum was not established.

OTHERS: Lindsey Hyman, Sherry Cobbins, Shirley Davis-Barsh, Maria Glisson (call in), Linda Moore

1. **Introductions**, Liaison Lindsey Hyman greeted everyone. She is newly appointed. She has helped with previous SCAN contracts and currently monitors DCFS contracts. She hopes to meet the expectations of the SCAN committee. Linda will send Lindsey's contact info to members.
2. **Review and approval of Dec. 18, 2019 minutes** - reviewed but no quorum to vote.
3. **Vote on adopting by-laws**- Diane requested the members review the final draft by laws and be ready to vote on them when there is a quorum. Any strong opinions should be emailed to Diane and Linda. Jaclin needs clarity on voting. Diane explained members can vote by phone if there is an in-person quorum and the new bylaws are adopted.
4. **2019 Annual File review meeting**, April 15, 2020 meeting. Shauna has a source who wants to donate money to advance SCAN. Diane would like DCFS to cover eligible expenses. Accepting donations will be investigated by Lindsey. Members must attend the file review in person. Diane polled the members regarding attendance (noted above). 11 members committed to attending the file review in person. Using a computer to conduct the review will require

meeting at the Emerald office. None of the members preferred using computers to conduct the file review. The meeting will be from 10 AM to 4 PM at the Glen Ellyn DCFS office. The topic is SOR's (Subsequent Oral Report). Linda will email the members a definition of SOR. The members will need to pay their own travel expenses in advance of the meeting and submit a voucher for reimbursement. The hotel rate should be at or below state rate. Linda will email the members a sample of the form to be filled out for each case and a sample page of the last file review summary.

Providing proof of eligibility for state rate was discussed. Lindsey will research whether members can use direct bill. Photo IDs are not available to members. Linda will send an email with final details for hotel and background info needed before the file review. Lindsey will make the lunch arrangements.

5. **Annual Report, CRP report** – The deadline for this report is April. It will include conclusions from the file review. The report may need to state that it was not completed last year, however it will be conducted on April 15. Non-file review recommendations should also be included. Diane will write this report. One of the recommendations should include the attendance of the director at a meeting once per year. SCAN needs to vote on these recommendations at the April meeting.
6. **Tax Check-off Update** - Stephanie gave a report on this. Legislature is in session currently. The governor's office did not approve adding the tax check off. There is a \$147 million increase in the new state budget for DCFS.
Senator Belt – East St. Louis, introduced a bill (SB2343) like the tax check off with a scratch off lottery ticket. A copy of this bill was emailed to the members. See the lottery act, page 20.
When more information is available, SCAN members are encouraged to contact their Senator to ask for support on this bill. License plates and other things may be used to create funds for child abuse. Representative Steve Reick, McHenry County, proposed a bill to provide administration of DCFS by the local county. The differences from county to county for agencies can be great. Representative Scherer, Springfield, proposed a bill (HB3969) regarding mechanical restraints. This bill permits the use of "soft restraints" (fabric) during transportation only when ordered by a psychiatrist or the court. Stephanie will serve as our legislative representative if legislation is in session. Ann requested a sheet with the bills listed for future SCAN meetings.
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7. **Member appointments** – A brief bio on Commander Davis was provided to the members. Diane has not been able to contact him due to her busy schedule. He was referred to SCAN from the Children's Justice Task Force. Diane will follow up on this. SCAN does not have a member from the state police. Shauna has asked if a pediatrician meets the statute. Stephanie encouraged this pediatrician to join the group regardless. Diane would like the statute to be updated with an amendment to the legislation. Diane asked for the pediatrician's resume. Shauna wants to be sure not to waste a specialist's time.
8. **Upcoming conferences and Simulation Lab**- The Annual PCA Conference is in October. Lindsey will investigate whether all members are eligible for reimbursement of expenses to attend the conference. Currently the National Conference delegate is Diane Scruggs, Maria Glisson

declined serving as a delegate. The delegate will need to upfront expenses, not including the registration. DCFS pays the registration in advance. Diane asked for a volunteer. Ann Deuel is interested. Veatrice will be a back up delegate. Diane and Ann need to submit the request for travel forms quickly.

The Sim labs are at the DCFS Emerald Office and Springfield. The members are interested in a tour, but they will need to be able to report on the experience. Lindsey will check dates to reserve the sim labs at both locations.

9. **DCFS Director Letter** - Diane requested a status on a response. Stephanie said he has received the letter. Diane would like to hear the director's vision for the department. Today he is meeting with the governor and attending the budget address. Stephanie said the letter's points about SACWIS and reimbursements have been addressed previously. Maria wants to see the Director in person. Diane expects the Director to respond to the letter. Stephanie said new questions can be sent via email before the Director attends a SCAN meeting. Previous recommendations have not been responded to. Stephanie suggested the group have a specific agenda. Shirley said the request will be made for the June SCAN meeting. The members asked if the letter that was already sent be responded to? Is SCAN a priority to the Director? Linda will email members for any new questions for the director. Linda will email Lindsey for last year's CRP report to send to the members.
10. **Other items** - Ann sent the members an email with a proposed SCAN budget for about \$9,000. It includes travel and meeting expenses. She was informed that the contract department already has a SCAN budget. Ann asked if she should send a letter to the neonatal specialists that was emailed by Linda to the members in June. Diane said not at this time. Those attending the meeting by phone experienced technical difficulties with not being able to re-join the meeting.
11. **Public comments**-Former member Maria Glisson attended as a public member and contributed to the conversations.

Note: After the meeting, Ann requested a flowchart/organizational chart of how to get funds preapproved for members from Lindsey. If a new activity is proposed, how do members get approval? She was informed that it is important the request includes written details about how the activity will be used by the committee to serve the purpose of SCAN. It must show that real work is being done. Follow up is important and the activity must be substantive.